

# OFFICIAL PROCEEDINGS OF The Board of Health OF THE CITY OF LANSING

## Proceedings Jan. 22, 1942

January 22, 1942.

The Board met in regular session and was called to order by the President, Mr. Broadbent.

### ROLL CALL

Present—Messrs. Bailey, Broadbent, Gibbons, Larrabee, McIntyre, Mullen, Stitt, Yale.—8.

Absent—None.

The minutes of the previous session were approved.

### COMMUNICATIONS

A communication was received from Mrs. Frances Plunkett stating that she was ready to resume her work with the department, having completed her studies. A letter was also received from Nina Belle Dudley asking to be reinstated in her work as School Nurse since she had terminated her work at the Health Center.

By Mr. Stitt—

That the employment of nurses be left to the Employment Committee, the Nurses Committee and Dr. Cross with power to act.

Carried.

### REPORTS OF OFFICERS

Dr. Frank S. Cross, Acting Health Officer, filed reports of the activities of the officers and employees of the Health Department which were received and placed on file.

Dr. Cross submitted a proposed ordinance relative to management of contagious diseases.

By Mr. Stitt—

That the ordinance be approved and referred to the City Council for their consideration.

Carried.

Dr. Cross submitted a schedule of duties of the School Physician.

By Dr. McIntyre—

That the duties of the School Physician as outlined by Dr. Cross, be approved and adopted.

Carried.

Dr. Cross made a report on condition at the Lansing City Hospital and recommendations relative to improvement in conduct of the hospital and recommended that certain equipment be purchased and changes in the plumbing be made, etc.

By Dr. McIntyre—

That the report of Dr. Cross be received and placed on file and that recommendations be referred to the proper committees for their consideration and action is taken.

Carried.

The various recommendations were referred by the President, Mr. Broadbent to the Employment and Nurses Committee, the Building Committee, the Hospital Committee and the Purchasing Committee for their consideration.

Dr. Cross called attention to a report on the poor condition of a department used by a nurse and on the advisability of a car being purchased for the man charge of farm inspection, which was referred to the Committee on Purchasing, Auditing, also Ways and Means.

## RESOLUTIONS

By Dr. McIntyre—

That the resignation of Dr. E. R. Vander-slice, Health Officer, be accepted to take effect January 15, 1942.

Carried.

By Dr. McIntyre—

That the previous action of this Board in offering the position of Health Officer to Dr. Higgins and naming Dr. Town as second choice in case Dr. Higgins did not accept be and the same is hereby rescinded.

Carried.

By Mr. Gibbons—

That Dr. Frank S. Cross be appointed Health Officer for the remainder of the fiscal year beginning January 15, 1942.

Carried.

By Mr. Stitt—

That the City Clerk be and she is hereby directed to draw an order on the City Treasurer in favor of Dr. Frank S. Cross for the sum of \$44.37 in consideration of his performing the duties of Health Officer in addition to those of School Physician for the first half of January, 1942.

Carried.

By Mr. Gibbons—

That Dr. Cross be authorized to employ a clerk at the salary set up in the budget.

Carried.

By Mr. Stitt—

That Dr. Cross may require attendance of employees of the department at Board meetings whenever he deems it advisable.

Carried.

By Dr. McIntyre—

That the resignation of Dr. Wayne Martin be accepted.

Carried.

The following temporary arrangement for the Health Center was submitted and considered.

## VENEREAL DISEASE CLINIC

Average Weekly Load at Present:

## Treatment:

|                 |     |
|-----------------|-----|
| Luetics .....   | 100 |
| Gonorrhea ..... | 18  |
| Spinals .....   | 6   |

## Diagnostic:

|                 |    |
|-----------------|----|
| Lues .....      | 25 |
| Gonorrhea ..... | 10 |

## SCHEDULE

- 1 Night Clinic—Mixed Luetic and GC  
Dr. Martin  
Monday Night, 7:00 to 10:00 p. m.
- 2 Day Clinics—Mixed Luetic and GC  
Dr. F. Mansel Dunn  
Wednesday and Friday a. m., 10:00 to 12:00
- 1 Children and Pregnant Women Clinic  
Dr. F. Mansel Dunn  
Saturday, 10:00 to 11:00 a. m.
- 1 Spinal Clinic at Contagious Hospital  
Dr. F. Mansel Dunn  
By Appointment

## Compensation:

|                      |          |         |
|----------------------|----------|---------|
| Dr. Martin .....     | \$41.66) | Twice   |
| Dr. F. M. Dunn ..... | \$83.33) | a month |

Above schedule agreed upon for one month's trial, after which such adjustments as are necessary, shall be made.

By Dr. McIntyre—

That the arrangement with Dr. Wayne Martin and Dr. Mansel Dunn for part time work at the Health Center as outlined be authorized on one month's trial, beginning February 1, 1942.

Carried.

The Board adjourned.

BERTHA RAY,  
City Clerk.

# OFFICIAL PROCEEDINGS OF The Board of Health OF THE CITY OF LANSING

## Proceedings Feb. 19, 1942

Lansing, Michigan,

February 19, 1942.

The Board met in regular session and was called to order by the President, Mr. Broadbent.

### ROLL CALL

Present—Messrs. Bailey, Broadbent, Gibbons, Larrabee, Mullen, Stitt, Yale.—7.  
Absent—Dr. McIntyre.

The minutes of the previous session were approved. Wm. H. Adams and Derrick Hubert were present and discussed the subject of future project plans.

### COMMUNICATIONS

Communications were received from Mrs. Nonabelle Little and Helen Wanda, Superintendent and Assistant Superintendent of the Lansing City Hospital relative to the change in management of the hospital.

By Com. Bailey—

That the communications be referred to the Committee on Hospital and Committee on Employment.

Carried.

A communication was received from the Ingham County Medical Society relative to the Clinic which was received and placed on file.

### REPORT OF DIRECTOR

Dr. F. S. Cross filed reports of officers and employees of the Health Department together with a condensed report.

A communication was presented by Dr.

Cross relative to the need for a new room at the hospital.

On motion of Mr. Larrabee the same was referred to the Health Officer and Building Committee.

Dr. Cross made the following recommendation:

The following health safeguards are required of all employees of the Health Department:

1. Yearly Mantoux Test if negative, unknown.
2. Yearly Chest X-ray if Mantoux positive.
3. Schick Test, and diphtheria test indicated. To be repeated every three years.
4. Small pox vaccination. To be repeated every 5 years and with every outbreak of a smallpox epidemic.
5. Yearly Typhoid vaccination.
6. Tetanus toxoid as soon as available.
7. Determination of blood group.
8. Yearly blood Kahn Test.

By Mr. Stitt—

That the recommendation be approved.  
Carried.

Gray Turner, Sanitary Inspector, presented an ordinance to regulate restaurants and other similar establishments.

By Mr. Larrabee—

That the ordinance be approved and sent to the City Council for consideration.

Carried.

## REPORTS OF COMMITTEES

The Employment reported on the subject of Janitor and Laundress at the Hospital.

By Mr. Gibbons—

That the report lie on the table.

Carried.

The Building Committee reported on the communication of Dr. Cross filed at the last meeting relative to changes and repairs needed at the Lansing City Hospital.

By Mr. Stitt—

That the Building Committee be given power to act in making hospital repairs.

Carried.

The Committee on Ways and Means sub-

mitted a budget for the year 1942-43 for consideration of the Board.

By Mr. Gibbons—

That the report of the Committee on 1942-43 Budget be accepted.

Carried.

## RESOLUTIONS

By Mr. Stitt—

That the Purchasing Committee be instructed to make arrangements to purchase two cars, one for a nurse and one for the farm inspector, as outlined in the 1942-43 Budget, after approval by the Council Committee on Ways and Means.

Carried.

The Board adjourned.

BERTHA RAY,  
City Clerk.

# OFFICIAL PROCEEDINGS OF The Board of Health OF THE CITY OF LANSING

## Proceedings March 19, 1942

### BOARD OF HEALTH

March 19, 1942.

The Board met in regular session and was called to order by the President, Mr. Broadbent.

### ROLL CALL

Present—Messrs. Bailey, Broadbent, Gibbons, McIntyre, Mullen, Stitt, Yale.—7.

Absent—Mr. Larrabee.—1.

The minutes of the previous session were read and approved as printed.

### COMMUNICATIONS

Communication was received from Mrs. Edith Hunter expressing thanks for birth certificates issued without fees to service men.

Received and placed on file.

Communication was received from the Bureau of Industrial Hygiene of the State Health Department relative to the study made of the quarters of the Lansing Health Department.

Received and placed on file.

### APPLICATIONS AND RESIGNATIONS

Letters of application were received from Zelma G. Jaynes as Laundress and Thomas Jaynes as Janitor at the Lansing City Hospital.

A letter of resignation was received from Mrs. Nonabelle Little, R.N., Superintendent of the Lansing City Hospital, to become effective April 1st, 1942.

A withdrawal of application for Superintendency of the Lansing City Hospital was received from Helen Wanda.

Application was filed by Miss Melv Corbin, R.N., for position as Superintendent of Lansing City Hospital.

### REPORTS OF DIRECTOR

Dr. F. S. Cross filed reports of office and employees of the Health Department together with a condensed report of activities of the Department.

Dr. Cross submitted the following:

### QUARANTINE REGULATIONS

In order to clarify our regulations regarding the quarantine and isolation communicable disease cases and contain the following details are hereby adopted regulations of the Lansing Department Health:

1. **Diphtheria Cases and Suspected Cases:** Quarantine as per state regulations except that cultures may be either positive or non-toxicogenic for release.
2. **Diphtheria Carriers:** Quarantine as per state regulations.
3. **Diphtheria Contacts:**

**Adults** (Except food handlers, dental workers or those working around children.)

a—If they live elsewhere, isolate and release from isolation when they are negative, or non-toxicogenic cultures from nose and throat.

b—If they live with patient, quarantine shall be of same length as that of patient, but release at end of quarantine period as soon as nose and throat cultures are negative or non-toxicogenic.

No further isolation period required.

### School Children

a—If they live elsewhere isolate for one week and release at end of one week.

if nose and throat cultures are negative or non-toxicogenic.

- b—If they live with patient, quarantine and isolation period shall be of same length of time as that of patient; release from quarantine at end of quarantine period if cultures from nose and throat are negative or non-toxicogenic. **Isolate** for one week from end of quarantine period, and release from isolation only after cultures from nose and throat are negative or non-toxicogenic.

**Food Handlers, Defense Workers and Those Adults Working Around Children:**

Same as above for school Children.

4. **Scarlet Fever Cases and Suspected Cases:** All cases and suspected cases shall be quarantined for at least 21 days from onset of disease. **Children** and adults that are **food handlers**, defense workers, or who work around children, shall be isolated for an additional week after the expiration of the quarantine period. All other adults shall be released at the end of the quarantine period. **Provided** that no patient with a discharge from natural orifice or wound shall be released from quarantine until such discharge is shown by culture to be negative for *Streptococcus Hemolyticus*.

5. **Scarlet Fever Contacts:**

- a—Adults, except Food handlers, Defense Workers, and those working around children may come and go as usual, **provided**, they have no contact with patient.

- b—**Food Handlers, Defense Workers, and those working around children** are to be isolated one week from date of last contact, or, are to be inspected by family physician or health officer daily for one week, **provided**, that if they have a throat culture positive for *Streptococcus Hemolyticus*, they shall be isolated for one week from date of positive culture.

- c—Children living elsewhere are to be isolated for one week from date of last contact whether they are sick or well. Children living in house with patient shall follow same regulations as patient both as to quarantine and isolation whether they are sick or well.

By Mr. Stitt—

That the Quarantine Regulations submitted by Dr. Cross be approved.

Carried.

**RESOLUTIONS**

It was moved by Dr. McIntyre and seconded by Mr. Gibbons that the following recommendations made by Dr. Cross rela-

tive to the personnel of the Contagion Hospital be adopted by the Board as a guide in the future operation of the Hospital.

Carried.

- I—That a full-time Superintendent and Assistant Superintendent in residence at the Contagion Hospital be employed 24 hours of the day between them, to be on duty, or on call and easily reached, and that they neither of them be required to do actual bed-side nursing except in an emergency. In the event of the incapacity of both Superintendent and Assistant Superintendent the Director of the Health Department is to designate their temporary relief.

- II—That three eight-hour shifts be established for the nursing staff of the Contagion Hospital and that an adequate number of nurses be employed to maintain such a schedule, with a relief nurse to provide one full day off per week for each nurse.

- III—That a man and his wife be employed as janitor and laundress, respectively, and that a couple be chosen young enough and intelligent enough to grasp contagion technique.

By Dr. McIntyre—

That the resignation of Mrs. Little be accepted with due appreciation for services rendered, also that Miss Wanda's status remain unchanged.

Carried.

By Dr. McIntyre—

That the Health Director be empowered to employ Miss Corbin as Superintendent of the Lansing City Hospital at the yearly salary of \$1,500 and maintenance.

Carried.

By Dr. McIntyre—

That the employment of a Janitor and Laundress be referred to the Committee on Employment and Health Director with power to act.

Carried.

By Mr. Bailey—

That the customary vacation with pay be granted Mrs. Little.

Carried.

By Dr. McIntyre—

That the President of the Board appoint Dr. Yale and Mr. Stitt to assist Dr. Cross

to follow through and if possible consummate a dental plan between the City and the Board of Education.

Carried.

By Mr. Gibbons—

That Dr. McIntyre, Dr. Yale and Dr. Cross be authorized to hire a Venereal Disease Physician and a School Physician.

Carried.

By Dr. Yale—

That this Board recommends that the words "and approved by the City Council" in that part of Section 3 of the Plumbing Ordinance, introduced by the City Council on March 9th, 1942, dealing with the appointment of a Plumbing Inspector and Salary for same, be struck out.

Carried.

By Dr. Yale—

That Mr. Turney, Sanitary Inspector and Superintendent of the Lansing City Hospital, be given three day leaves for the purpose of attending meetings.

Carried.

By Mr. Gibbons—

That nurses in the City Hospital who have been in the City's employ one year or more be given an additional \$5 per month in pay.

Carried.

The Board adjourned.

BERTHA RAY,

City Clerk.

OFFICIAL PROCEEDINGS OF  
The Board of Health  
OF THE CITY OF LANSING

# Proceedings April 16, 1942

April 16, 1942.

The Board met in regular session and was called to order by the President, Mr. Broadbent.

## ROLL CALL

Present—Coms. Bailey, Broadbent, Gibbons, Larrabee, McIntyre, Mullen, Yale.—7.  
Absent—Com. Stitt.—1.

The minutes of the previous session were approved.

## COMMUNICATIONS

Wilfred S. Ley, M.D., filed an application for appointment as physician at the Venereal Disease Clinic. The application was referred to the Special Committee on appointment for this position.

A communication was received from Mayor Hughes in which he requested that prospective employees be referred to the employment department.

Received and placed on file.

## REPORTS

Dr. Frank S. Cross reported on the activities of the officers and employes of the Health Department in detail.

The report was received and placed on file.

## REPORTS OF COMMITTEES

The Employment Committee reported that Tom Johnson had been employed as Yard Man at the Lansing City Hospital for the season beginning April 15, 1942. Also that Mr. Thomas Jaynes and Mrs. Zelma Jaynes had been employed as Janitor and Laundress, respectively, at the Hospital.

By Mr. Gibbons—

That the employment of three people at the Lansing City Hospital as reported by the Committee on Employment be approved.

Carried.

Dr. Yale reported that there was a provision being made for employment of a Dentist at the Health Center in the new Budget, but that he was working on a proposition which might provide dental care.

Dr. Cross suggested a plan for having a college student who was interested in public health work employed in the department for eight weeks during the summer months.

By Mr. Gibbons—

That the question of employment of student during the summer be referred to Mr. Gibbons, Dr. Cross and Dr. McIntyre.

Carried.

Dr. Cross reported that the Department was conducting classes for Emergency Sanitation Wardens and engaging in other Defense activities.

## RESOLUTIONS

By Dr. McIntyre—

That Helen Wanda be delegated to training in the Sister Kenney method Poliomyletes treatment and that she be given six months' leave of absense with eight weeks' pay.

Carried.

By Dr. McIntyre—

That three school nurses be given <sup>each</sup> weeks' leave of absence to attend summer school, with pay.

Carried.

By Mr.

That the bonds of Harry Sinclair doing business as the Sinclair Fumigating Co. and of Wm. E. Young doing business as the United Fumigating Co., be approved.

Carried.

The Board adjourned.

BERTHA RAY,  
 City Clerk.

# OFFICIAL PROCEEDINGS OF The Board of Health OF THE CITY OF LANSING

## Proceedings May 28, 1942

May 28, 1942.

The Board met in accordance with Section 286 of the City Charter and was called to order by the Mayor.

### ROLL CALL

Present—Members Broadbent, Gibbons, Himmelberger, Mullen, Stitt, Yale.—6.

Absent—Members McIntyre and McLean, illness and Dr. McIntyre on account of

Mr. McLean was excused on account of absence from the city.

Mayor Sam Street Hughes stated that in compliance with Section 286, the meeting had been called for the purpose of electing officers.

### ELECTION OF OFFICERS

Mr. Gibbons nominated Dr. McIntyre for President of the Board.

By Mr. Gibbons—

That nominations be closed and the Secretary be instructed to cast the unanimous ballot of the Board for Dr. McIntyre for President.

Carried

The Secretary cast the ballot of the Board for Dr. McIntyre as instructed and he was declared duly elected.

Dr. Yale nominated Mr. Mullen for the office of Vice-President of the Board.

By Mr. Broadbent—

That nominations be closed and the Secretary be instructed to cast the unanimous ballot of the Board for Mr. Mullen as Vice-President.

Carried.

The Secretary cast the ballot of the Board for Mr. Mullen as instructed and he was declared duly elected.

The Mayor made a short address to the Board, pledging his co-operation and vacated the chair for the newly elected President.

Mr. Mullen then presided over the meeting.

### COMMUNICATIONS

A letter was received from Helen Wanda in which she expressed her appreciation for the Board giving her the opportunity to take a course in the Sister Kenny method of treating polio at the University of Minnesota.

Received and placed on file.

A letter was received by Dr. Cross and referred to the Board in which Dr. J. F. Harrold, Chairman of the Venereal Disease Committee of Ingham County, outlined a plan for using the Lansing Health Center as a prophylactic center, service to be rendered without charge to members of the armed forces as well as to civilians requesting disease prevention. Medical service to be given by volunteers.

By Mr. Broadbent (supported by Mr. Gibbons)—

That the plan outlined for using the Health Center as a Prophylactic center for service men in training in this locality be approved with Dr. Cross supervising the use of the Center.

Carried.

A communication was received from Nellie Blake asking for an additional week of vacation to complete work on a course at the U. of M.

The request was granted.

### RESIGNATIONS, APPOINTMENTS AND APPLICATIONS

Frances Plunkett resigned as nurse at the Health Center to take effect June 22, 1942.

By Mr. Gibbons—

That the resignation be accepted.  
Carried.

Marjorie DeWitt applied for appointment as Assistant Superintendent at the Lansing City Hospital during the absence of Helen Wanda. Dr. Cross recommended the appointment.

By Mr. Gibbons—

That the appointment be made as requested.

Carried.

Applications for appointment as Electrical Inspector were received from E. B. Hemstead, 239 Harris Street; Fred A. Letzau, 618 LaSalle Blvd.; Stanley McDaniel, 204 Grace Street; Robert A. Peck, 812 Cypress St.; and A. H. Steel, 1123 W. Allegan Street.

The Committee on Employment recommended that Albert H. Steel be appointed Electrical Inspector at a salary of \$2,500.00 per year.

By Mr. Broadbent (supported by Mr. Gibbons)—

That Albert H. Steel be appointed Electrical Inspector at a salary of \$2,500.00 per year.

Carried.

#### REPORTS OF COMMITTEES

The Committee on Buildings filed an itemized report of changes and improvements which had been completed at the Lansing City Hospital, which was received and placed on file.

#### REPORTS OF OFFICERS

Dr. Cross, Health Director, filed a report of the activities of the officers and employees of the Board of Health, together with a condensed report which was received and placed on file.

Dr. Cross reported on a schedule of vacations for employees of the department. He recommended that School Nurses Esther Adelman and Gladys Conklin be given five weeks' leave of absence and two weeks' vacation with pay and that Ninabelle Dudley be given eleven weeks' leave of absence with pay while attending school and two weeks' vacation.

Dr. Cross recommended that Mr. Begeman and Mr. Gilbert be permitted to attend an In-Service Training Course in Milk Pasteurization at Ann Arbor and that Mr. Turney and Mr. Schlichting be permitted to attend an In-Service Training Course in Hotel and Restaurant Owners and Managers at Ann Arbor.

Dr. Cross reported on three ordinances effecting the Department, which had been passed and distributed copies of those ordinances.

Dr. Cross also submitted proposed Sanitation Regulations for the Lansing City Hospital for consideration by the Board.

#### RESOLUTIONS

By Mr. Broadbent—

That leave of absence be granted to Esther Adelman and Gladys Conklin as requested provided they remain with the Board for one year if the Board desires their services and that Ninabelle Dudley be given leave with pay as recommended provided that she agrees to remain with the department for two years after the close of this leave of absence, if the Board desires her services.

Carried.

By Dr. Yale—

That the salary of Edward Link be paid to June 1, 1942, and that the pay of Jay M. Toy as temporary Inspector be allowed until Mr. Steel assumes his duties as Electrical Inspector.

Carried.

By Mr. Broadbent—

That Mr. Begeman and Mr. Gilbert be given permission to attend the two day In-Service Training Course for Milk Pasteurization Managers and Operators, and that Mr. Turney and Mr. Schlichting be permitted to attend an In-Training Course for Hotel and Restaurant Owners and Managers at Ann Arbor.

Carried.

By Mr. Gibbons—

That the salary of Miss Corbin, Supervisor at the Lansing City Hospital, be increased \$40.00.

Carried.

Dr. Yale reported that the special committee on the appointment of a physician for the Health Center, recommended the employment of Dr. Wilfred S. Ley at a salary of \$3,500.00 per year.

By Dr. Yale—

That Dr. Wilfred S. Ley be employed as physician at the Health Center at a salary of \$3,500.00 per year.

Carried.

The Board adjourned.

BERTHA RAY,  
City Clerk

Lansing, Michigan,  
May 29, 1942.

# OFFICIAL PROCEEDINGS OF The Board of Health OF THE CITY OF LANSING

## Proceedings June 18, 1942

June 18, 1942.

The Board met in regular session and was called to order by the President, Dr. McIntyre.

### ROLL CALL

Present—Messrs. Broadbent, Gibbons, Himmelberger, McIntyre, McLean, Mullen, Yale.—7.

Absent—Mr. Stitt.—1.

The minutes of the previous session were approved.

### COMMUNICATIONS

Earl W. Brubaker applied for appointment as Physician at the Lansing City Hospital.

Pearl Pettit applied for appointment as nurse at the Health Center.

June 15, 1942.

Board of Health,  
Lansing, Michigan.  
Gentlemen:

Recently Dr. Cross showed me certain proposals concerning educational and other qualifications for employees of your department. I recommend that careful consideration be given this matter.

I am tremendously interested in having qualifications and salaries studies made in all departments. There is great need for the establishment of a uniform and intelligent system of employment and standards throughout our Municipal corporation.

Yours very truly,

SAM STREET HUGHES,  
Mayor.

### RESIGNATIONS AND APPOINTMENTS

Dr. Robert J. McGillicuddy asked for a leave of absence from his position as physician in charge of the Lansing City Hospital on account of his entering the Medical Corps of the U. S. Army.

By Mr. Broadbent, seconded by Dr. Himmelberger—

That the request of Dr. McGillicuddy for leave of absence during the war be granted.

Carried.

By Mr. Gibbons, seconded by Dr. Himmelberger—

That Dr. Earl W. Brubaker be appointed Physician at Lansing City Hospital during the absence of Dr. McGillicuddy at a salary of \$1,000.00 per year.

Carried.

By Mr. Gibbons—

That the Pearl Pettit, R.N., be appointed nurse at the Health Center at a salary of \$1,500.00 per year.

Carried.

By Mr. Gibbons, seconded by Dr. Himmelberger—

That William C. Noyes, Master Plumber, Ambrose D. Fox, Journeyman Plumber, and George H. Denfield, be appointed members of the Board of Plumbing.

Carried.

### REPORT OF OFFICERS

Dr. Frank S. Cross, Health Officer, reports of the activities of the officers and employees of the department for the month

of May, 1942, which was received and placed on file.

Dr. Cross recommended that the rule against the employment of married women be and is hereby rescinded.

Dr. Cross made recommendations relative making precautions for the protection of the building, contents and patients and employes at the Lansing City Hospital in case of air raids.

Dr. Cross recommended that Mr. Miles and Mr. Schlicting be allowed to use the cars ordinarily used by Miss Conklin and Miss Adelman while they were on vacation and leave of absence.

Dr. Cross recommended the appointment of Dr. Herbert W. Harris and Dr. S. D. Kramer as a visiting staff at Lansing City Hospital as provided in Sec. III of staff regulations.

By Mr. Gibbons—

That the appointment of visiting staff at Lansing City Hospital be deferred until the next meeting.

Carried.

June 17, 1942.

Board of Health,  
Lansing, Michigan.

Gentlemen:

On February 20, 1942, I recommended that an admitting room be established at the hospital. At the present time construction work is almost impossible. I wish however at this time to make the above recommendation in more detail in order that you can plan for its accomplishment when it is again possible to do construction work.

1. Construct a loading platform and ramp at the eastern most of the outside doors on the north wall. This would be the ambulance entrance, and leads into a short corridor between the present examining room and the planned admitting ward.

2. Construct cubicles after the manner of the Willard Parker Hospital in the above mentioned admitting ward.

3. Place wash basin with foot operated faucets in center of this admitting ward.

Very truly yours

FRANK S. CROSS, M. D.,  
Director.

Referred to the Committee on Buildings.

## RESOLUTIONS

By Mr. Broadbent—

That the qualification governing the employment of officer and employment for this department as presented by Dr. Cross be adopted, subject to modification during the war period, that the committee be continued and that a certified copy of the regulations be placed on file with the City Clerk.

Carried.

By Mr. Broadbent, supported by Mr. Gibbons—

That the report of Dr. Cross relative to preparations at the Lansing City Hospital for protection against air raids be referred to the Committee on Hospital and Health of the Board of Supervisors.

Carried.

By Mr. Gibbons, supported by Mr. McLean—

That Mr. Miles and Mr. Schlicting be given the use of two nurses' cars during the absence of the nurses.

Carried.

By Dr. Himmelberger—

That the plan for new offices be approved.

Carried.

By Mr. Boardbent, supported by Mr. Gibbons—

That the lease of the clinic be referred to the Ways and Means Committee of the Board.

Carried.

By Dr. Yale, supported by Dr. Himmelberger—

That the staff regulations for the Lansing City Hospital as prepared by Dr. Cross be approved.

Carried.

By Dr. Yale, supported by Mr. Mullen—

That Miss Dudley be given a leave of absence without pay to take field work at the University next fall or winter.

Carried.

By Mr. Mullen—

That Chas. Keeley be requested to furnish other sureties on his bond in connection with license to use poison gas for fumigating.

Carried.

The President appointed Mr. Gibbons and Dr. Cross as a committee to make the proper liason between the Committee of

the Supervisors of Ingham County and this Board.

By Mr. Boardbent—

That this Board adjourn until the regular September meeting unless called in session by the President of the Board.

Carried.

BERTHA RAY,  
City Clerk.

# OFFICIAL PROCEEDINGS OF The Board of Health OF THE CITY OF LANSING

## Proceedings June 18, 1942

June 18, 1942.

The Board met in special session and was called to order by the President, Dr. McIntyre.

### ROLL CALL

Present—Messrs. Broadbent, Gibbons, Himmelberger, McIntyre, McLean, Mullen, Yale.—7.

Absent—Mr. Stitt.—1.

Dr. Frank S. Cross tendered his resignation as Health Officer to take effect July 15, 1942.

By Mr. Gibbons, supported by Dr. Himmelberger—

That the resignation of Dr. Cross be accepted and that a letter be written to Dr. Cross expressing the appreciation of the Board for his efficient work and his loyalty to the Department and Board.

Carried.

By Dr. Himmelberger, supported by Mr. Gibbons—

That Dr. Floyd R. Town be appointed Health Officer to fill the vacancy caused by the resignation of Dr. Cross, to take effect July 15, 1942, at the salary provided in the Health Department Budget.

Carried.

The Board adjourned.

BERTHA RAY,  
City Clerk

# OFFICIAL PROCEEDINGS OF The Board of Health OF THE CITY OF LANSING

## Proceedings Sept. 17, 1942

September 17, 1942.

The Board met in regular session and was called to order by the President, Dr. J. E. McIntyre.

### ROLL CALL

Present—Members Broadbent, Gibbons, Himmelberger, McIntyre, Mullen, Stitt.—6.  
Absent—Members McLean and Yale.—2.

The minutes of the previous meeting were approved.

### COMMUNICATIONS

Suggestions relative to operation of the Lansing City Hospital were filed by the Committee on Health of the Ingham County Board of Supervisors.

By Mr. Stitt—

That the suggestions be received and placed on the table.

### REPORTS OF COMMITTEES

The Health Director and the President of the Board reported that several emergencies had arisen which required the employment of persons to fill vacancy pending a meeting of the Board.

By Mr. Gibbons—

That this Board confirm the appointments made of Mr. and Mrs. Ora Burch as Janitor and Laundress, Miss Klaiber as cook, Rena May Bradbury, clerk at the Clinic, and Miss Wheeler as nurse at the Hospital in place of Miss Voice, resigned.

Carried.

### REPORTS OF OFFICERS

Dr. Town reported on activities of the department for the months of June, July and August, 1942.

Dr. Town reported that Mr. H. Ivan McLean, a member of the Board of Health, had enlisted in the U. S. Service.

By Mr. Broadbent—

That this Board hereby expresses to Mr. H. Ivan McLean its regret that the exigencies of war have deprived the Department of his counsel and services and at the same time wish to congratulate him on his ability and willingness to assist our country in its hour of need and assure him that the good wishes of the members of this Board go with him, and that they will welcome him on his return.

Carried unanimously.

### RESOLUTIONS

By Mr. Broadbent—

Whereas, the City Council, by resolution adopted September 14, 1942, granted salary increases to year-around employees of the City of Lansing receiving \$2,250 a year or less;

Therefore, be it resolved that salary increases be granted to employees of the Lansing City Hospital at the same rates and on the same basis as set forth in said Council resolution.

Carried.

By Mr. Gibbons (Seconded by Dr. Himmelberger)—

Resolved, that Dr. Town is hereby directed to attend the course in the Sister Kenny technique for treatment and management of infantile paralysis to be held at the University of Minnesota, and that his expenses be charged to Health 1-A-15 account.

Carried.

The President referred the matter of transfer in funds to the Health Director

and the Committee on Ways and Means of the Board.

By Mr. Gibbons—

That the selecting of a physician for the position of School Physician be left to the President of the Board, Dr. Himmelberger and Dr. Town with power to act.

Carried.

By Mr. Gibbons—

That this Board endorse and participate in the "Keep Well Program" which is being advanced by the Institute of Life Insurance, the local chairman of which is

Mr. R. K. Stitt, member of the Lansing Board of Health.

Carried.

By Mr. Broadbent—

That the County Health Director, Dr. Barrett, the Chairman of the Health Committee of the Board of Supervisors and the Health Committee of the City Council be invited to meet with the Board Health at the next meeting to discuss management of the Lansing City Hospital.

Carried.

The Board adjourned.

BERTHA RAY,  
City Clerk

|                                 |       |
|---------------------------------|-------|
| Michigan Company .....          | 25.49 |
| Robinson Auto Supply Co. ....   | 17.64 |
| F. D. Hayes Electric Co. ....   | 15.48 |
| Lansing Laundry .....           | 12.60 |
| Telford Equipment .....         | 4.00  |
| Barker-Fowler Electric Co. .... | 1.96  |

## SERVICE

|                                 |        |
|---------------------------------|--------|
| Service Pay Roll .....          | 359.12 |
| Standard Oil Company .....      | 568.05 |
| Capital City Body Works .....   | 15.00  |
| Kamins Auto Parts .....         | 12.37  |
| Scientific Service .....        | 8.70   |
| England-Cook Co. ....           | 4.89   |
| Barker-Fowler Electric Co. .... | 1.12   |

## TRAFFIC

|                                |       |
|--------------------------------|-------|
| Francis Printing Service ..... | 17.75 |
| Floyd Fall .....               | 3.00  |
| Gregory Mayer & Thom .....     | 3.00  |
| Norwalk Truck Line Co. ....    | 1.76  |

By Ald. Collier—

Resolved by the City Council of the City of Lansing:

That the foregoing claims be allowed and the City Clerk be and she is hereby directed to draw orders on the City Treasurer for the amount allowed each claimant respectively.

Adopted by the following vote:

Yeas—Ald. Bassett, Collier, Crego, Dell, Graham, Hungerford, Letherman, LeClear, Niles, Russell, C. A. Smith, L. J. Smith, W. R. C. Smith, Snyder, Starkweather, Stoppel.—16.

Nays—None.

Council adjourned.

BERTHA RAY,  
City Clerk

Lansing, Michigan,  
October 26, 1942.

# OFFICIAL PROCEEDINGS OF The Board of Health OF THE CITY OF LANSING

## Proceedings Oct. 22, 1942

October 22, 1942.

The Board met in regular session and was called to order by the President, Dr. McIntyre.

## ROLL CALL

Present—Messrs. Broadbent, Gibbons, Himmelberger, McIntyre, Mullen, Stitt, Yale.—7.

Absent—Mr. McLean.—1.

The minutes of the previous session were approved.

Dr. Barrett, Ingham County Health Director and the Committee on Health of the Board of Supervisors, were present and a discussion was held regarding the management of the Lansing City Hospital.

By Dr. Yale (Seconded by Mr. Gibbons)—

That the President of this Board and Mr. Faye, Chairman of the Health Committee of the Supervisors, appoint a joint committee to consider and clarify the situation relative to the management of the hospital

and make a report.

Carried.

Dr. Town, Health Director, reported orally on various subjects.

## RESOLUTIONS

By Mr. Gibbons (Seconded by Mr. Broadbent)—

That the Purchasing Committee be given authority to act in the purchasing of a car for the department.

Carried.

By Mr. Stitt (Seconded by Dr. Himmelberger)—

That the Employment Committee be given power to act in employing a cook at the hospital with a reasonable increase in pay if necessary.

Carried.

Dr. Himmelberger informed the Board that he is leaving for military service at once and would not be able to attend Board meetings for the duration.

By Dr. Yale—

That Dr. Himmelberger be considered as on leave of absence during the time of his military service.

Carried.

By Dr. Yale—

That Dr. Town be authorized to purchase

a supply of rubber gloves.

Carried.

By Mr. Gibbons (Seconded by Dr. McIntyre)—

That the rate of charge for patients at the Lansing City Hospital be referred to Dr. Town, Dr. McIntyre and Dr. Yale.

Carried.

The Board adjourned.

BERTHA RAY,  
City Clerk.

## Official Proceedings of THE BOARD OF TRUSTEES CITY OF LANSING RETIREMENT SYSTEM

### Proceedings, Oct. 20, 1942

Lansing, Michigan

Retirement System Office  
1:30 o'Clock P.M.

#### ROLL CALL

Present — Trustees Bancroft, Gwinn, Hamilton, Haywood, Webb.—5.

Absent—Trustees Hughes, Smith.—2.

Clay Campbell, City Attorney and Legal Advisor of the Board, was also present.

The minutes of the last meeting were read by the Secretary and approved.

Application was received from John Strayer to be removed from the Retired List and Re-instated as an Active Member.

It was moved and supported that John Strayer be removed from the Retired List and that he be re-instated as an active member of the Retirement System as of October 7, 1942.

Carried.

Application for retirement was received from Rodolphus Gephart.

It was moved and supported that the application for retirement submitted by

Rodolphus Gephart be approved and that he be placed on the Retired List as of November 5, 1942.

Carried.

Application for retirement was received from Edwin Vanderbeck.

It was moved and supported that the application for retirement submitted by Edwin Vanderbeck be approved and that he be placed on the Retired List as of November 16, 1942.

Carried.

Mayor Hughes arrived.

It was moved and supported that the following Prior Service Certificates submitted by the Secretary:

| No. | Name           | Service        |
|-----|----------------|----------------|
| 471 | Shirley Sunday | 5 Yrs., 3 Mos. |
| 472 | Floyd Rouse    | 3 Months       |
| 473 | Thomas Ryan    | 1 Month        |
| 474 | Wallace Parks  | 2 Yrs., 7 Mos. |

be approved and that the certificates be forwarded to the above named employees.

Carried.

# OFFICIAL PROCEEDINGS OF The Board of Health OF THE CITY OF LANSING

## Proceedings Dec. 17, 1942

December 17, 1942.

The Board met in regular session and was called to order by the President, Dr. McIntyre.

### ROLL CALL

Present—Messrs. Broadbent, Gibbons, McIntyre, Stitt, Mullen, Yale.—5.  
Absent—Messrs. Himmelberger, McLean.—2.

The minutes of the previous session were approved.

### RESIGNATIONS AND APPLICATIONS

Harold Schlicting, Assistant Sanitary Inspector, tendered his resignation.

By Mr. Broadbent—  
That the resignation be accepted.  
Carried.

H. P. Johnson applied for the position vacated by Harold Schlicting.

By Dr. Yale (Seconded by Mr. Gibbons)—

That H. P. Johnson be appointed to fill the vacancy caused by the resignation of Harold Schlicting as Senior Sanitarian and Staff Veterinarian at a salary of \$2,800.00 per year.

Carried.

Leona Frever applied for a position with the Health Department as office worker and enclosed references.

By Mr. Broadbent—

That Dr. Town be authorized to employ Leona Frever as clerk at the Health Center in the event of a vacancy in that position.

Carried.

### COMMITTEE REPORTS

Mr. Gibbons reported that the Employment Committee had employed an assistant cook at the Lansing City Hospital.

Mr. Stitt reported that the Purchasing Committee had purchased a Pontiac car at a cost of about \$1,319.00 for the use of the farm inspector.

### REPORTS OF OFFICERS

Dr. Town, Health Director, reported on the advisability of restricting visiting on the third floor of the St. Lawrence Hospital and E. W. Sparrow Hospital to the husband and mother of the patient or an adult female relative in place of the mother, in order to prevent the possibility of infecting patient or child.

By Mr. Broadbent—

That the action recommended by Dr. Town relative to restricting visitors on the third floor of the hospitals be approved.

Carried.

Recommendations were made by Mr. Turney relative to food handlers.

By Mr. Gibbons—

That the recommendations of Mr. Turney, Sanitary Inspector, be approved.

Carried.

Dr. Town filed a copy of the Annual Report of the Venereal Disease Control Committee of the Ingham County Medical Society in which the committee expressed appreciation for the cooperation and assistance given by the Health Department in establishing a prophylactic center at the City Clinic and for the effort to control the increase in venereal diseases.

By Mr. Gibbons—

That the report be received and placed on file.

Carried.

### RESOLUTIONS

By Dr. Yale—

That the Fire Prevention Department be commended for the thorough inspection given to public gathering places in view of recent disasters in other cities.

Carried.

By Dr. Yale—

That Clinton Gray be employed as a part time Dairy Farm Inspector at a salary based on a pro rata amount of \$2,000.00 for a full time salary.

Carried.

The Board adjourned.

BERTHA RAY,  
City Clerk.